

Ad Hoc DPW Planning Committee  
Meeting Minutes  
Draft

Date: Wednesday, January 20, 2010

Time: 7:00 p.m.

Place: Millennium, Conference Room B

Participants: Mark Kost, Bob Price, George Murray, Hugh Maguire, Chip Barrett, John Mangiaratti, George Rogers, Judy Culver, Valerie Wormell

CTO: 7:11 p.m.

Wormell announced that the Board of Water Commissioners filed an article for Annual Town Meeting by petition to amend the Town Charter.

Wormell asked the committee to accept clarifications to the 12/22/09 draft committee meeting minutes provided by non participants. Upon consultation with the Town Clerk as to a procedure to amend minutes by those not present when the record was created, the 12/22/09 minutes will be noted by an asterisk alerting readers to see clarifications in these minutes. The committee accepted the changes, which follow:

The draft minutes of 12/20/09 read:

“Recycling Commission sets policy. Highway does day-to-day administration of services such as paying the bills. Barrett signs the warrants for recycling and solid waste. Chelmsford has an 8-hour a week administrator for solid waste/recycling. Self-policing of recycling enforcement is written into the contracts. Bulk stickers administered throughout Town. “

Suggested corrected wording:

“Recycling Commission develops, sets policy and administers all recycling programs as it has since 1988. One member of the Commission has the task of working with the curbside recycling contractor to ensure enforcement of the contract, another member of working with the trash hauler to assure that no recyclables are collected with trash, while others oversee recycling in town buildings, the hazardous waste collections, compost bin sales, etc. Chelmsford has an 8-hour a week administrator for solid waste/recycling. Following approval by the Commission, Highway does the day-to-day administration of paying the bills and making deposits. Barrett signs the warrants for recycling and solid waste because the Town Accountant has assigned recycling and solid waste account numbers under the Public Works budget. Stores throughout Town voluntarily sell bulk stickers provided by the Commission through the Town Clerk’s office.”

I verified with this individual today that she works a **20 hour week**. This statement should also be corrected.

Submitted by Andrew Bergamini, Recycling Commission Chair

Draft minutes of 12/22/09 read:

Parks and Grounds - 2000+ acres under care and custody of a commission without any maintenance personnel or budget. Tax Possession properties ignored as well.

Clarification:

I believe this is in reference to the Conservation Commission properties and not those properties maintained by Parks and Grounds (Parks & Recreation Commission) or Cemetery (Cemetery Commission). Could this be clarified in the minutes? Many Conservation properties require trail maintenance and should have forest management plan. There are a few exceptions including East Boston Camps, Freedom Park, and Edwards Beach.

I am concerned that all properties are being lumped together without recognizing that maintenance requirements differ depending on the property and the property uses.  
Submitted by Pat Savage, Recreation, Cemetery and Parks and Grounds Director

Kost updated the committee on progress made against the 8 step plan. Meetings were held with all but one board, committee or commission, Department Heads, School Superintendent Bill Olsen, and departments such as Water, Highway, Parks and Grounds and Cemetery. The step 3, Documentation of Feedback deliverable, was drafted last week and will appear on the Town website soon. Kost and Mangiaratti continue to collect data from departments to support the business plan.

Murray asked what the end point would be? Wormell responded the objective was to include a DPW cost savings in the FY11 budget to demonstrate the potential of a consolidation to Town Meeting. Kost indicated that a service or function consolidation was most likely. Murray suggested changing the committee name so that voters were not led to believe a department consolidation would be the outcome and result in a rehash of Fall Town Meeting discussion. Mangiaratti suggested dropping "Department" from the name. Kost and Wormell to follow up with the selectmen and Finance Committee.

Barrett suggested adding a paragraph to the draft Board, Committee, Commission & Department Feedback Summary On Special Town Meeting (October 19, 2009) proposal to classify a Director of Public Works position for Westford document to clarify who participated at each meeting. Wormell to make the changes.

The committee discussed the Policy Development Guide provided by Wormell. Murray, Price and Culver suggested changes to the definitions section to bring it more in line with Westford past practices. Wormell to make the changes and have the guide posted to the Town website. The committee agreed to follow the procedure to develop policy. Work began on policy development. Wormell will draft a policy statement from notes for review at the next meeting.

Notes

Subject: Volunteer board, committees and commissions

Problem: new role in the organization not defined

Why it is a problem: rate setting responsibility, contributions of experience, responsibility for level of service, expertise in standards of performance for level of service, expertise in MGL or federal law

loss of control, public relations loss, political loss

Corrective Action: committees will not be abolished, merged, or created (following language in the Town Charter)

Who has oversight: Board of Selectmen

Subject: Volunteer board, committees and commissions

Problem: Boards do not have sufficient resources to provide services (physical or financial)

Why is it a problem: creates inequities between boards, priorities not addressed, leads to loss in public safety, deferred maintenance leads to increasing capital costs

Corrective Action: develop standards of performance for all Town assets

Who has oversight: Town Manager

Subject: Conflict resolution

Problem: setting service priorities (in house)

Why is it a problem: department favoritism, leads to higher costs, different use and special needs for school and municipal facilities or vehicles, land, leads to public safety issues

Corrective Action: define system of setting service priorities

Who: Department Heads w/ approval of Town Manager and School Superintendent

Meeting adjourned at 9:10 p.m.

Respectfully submitted by V. Wormell